Communications

★*LONG-HAUL TELECOMMUNICATIONS MANAGEMENT*

This instruction implements Air Force Policy Directive (AFPD) 33-1, *Command, Control, Communications, and Computer (C4) Systems*. It describes the procedures for acquiring, processing, and managing Air Force long-haul telecommunications assets in accordance with the Defense Information Systems Agency (DISA) Circulars and documents referenced in Attachment 1. Refer technical questions on the content of this instruction to Headquarters Air Force Command, Control, Communications, and Computer Agency (HQ AFC4A)/SYXM, 203 W. Losey Street, Rm 3070, Scott AFB IL 62225-5248. Send comments and suggested improvements on AF Form 847, **Recommendation for Change of Publications**, through channels, to HQ AFC4A/XPXP, 203 W. Losey Street, Rm 1065, Scott AFB IL 62225-5224. For a listing of references, abbreviations, and acronyms see attachment 1.

SUMMARY OF REVISIONS

This revision updates the entire document.

1. Long-Haul Telecommunications. Major commands (MAJCOM), field operating agencies (FOA), and direct reporting units (DRU) obtain commercial long-haul telecommunications through the Defense Information System Network (DISN) Provisioning and Implementation Center (DPIC) formerly the Defense Certification Office (DCO). This instruction provides additional information and instructions on processing long-haul telecommunications requests and the management of long-haul services.

2. Responsibilities.

2.1. DISA DPIC. In accordance with Department of Defense (DoD) policy the DPIC works with DISA, the Defense Information Technology Contracting Office (DITCO), or other contracting activities to obtain and manage long-haul telecommunications services, facilities, and equipment. This includes procedural requirements, systems solutions, bandwidth allocation, and bandwidth management.

2.1.1. Processes Telecommunications Service Requests (TSR) according to DISA Circular 310-130-1, *Submission of Telecommunications Service Requests*, and DISA DPIC notices.

2.1.1.1. DISA DPIC SCOTT AFB IL issues TSRs for all requirements within Defense Communications System (DCS) geographical areas 1, 2, 6, 9 and between these areas and all other geographical areas (see DISA Circular 310-130-1 for geographical area descriptions).

2.1.1.2. DISA-EUR DPIC KAPAUN AS GE issues TSRs for all requirements within and between DCS geographical areas 3, 4, and 5.

2.1.1.3. DISA-PAC DPIC HICKAM AFB HI issues TSRs for all requirements within and between DCS geographical areas 7 and 8 and for circuits routed directly between areas 8 and 9.

2.1.1.4. DISA-Northwest Pacific DPIC YOKOTA AB JAPAN issues TSRs for dedicated network circuits for use within and between Japan and Korea. This office serves as the Joint Communications Leasing Office (JCLO) acquisition manager for all non-DITCO leased Air Force and other DoD or federal agency long-haul telecommunications within Japan.

2.1.2. Manages all activities required to provision long-haul commercial telecommunications and equipment requirements acquired through DISA.

2.1.3. Reviews and analyzes long-haul telecommunications requirements or documents. Processes these requirements to the appropriate government-owned or leased system or network.

2.1.4. Assists in engineering and integration of long-haul systems, if required.

2.1.5. Sets procedures on how to obtain long-haul telecommunications through DISA.

2.1.6. Coordinates information exchanged between DISA and Air Force on long-haul telecommunications issues.

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2.1.7. Develops and issues procedures for reviewing and revalidating DITCO-leased and government-owned long-haul telecommunications requirements.

2.1.8. Coordinates with DISA and DITCO on all connection approval (CA) matters. Periodically sends all MAJCOMs, FOAs, and DRUs a list of connection-approved equipment.

2.1.9. Processes all National Security and Emergency Preparedness (NS/EP) requirements as expeditiously as possible to meet service dates.

2.2. HQ AFC4A.

2.2.1. Telecommunication Resource Division (HQ AFC4A/RMT). Serves as the primary Air Force interface for management of Air Force purchases from the Defense Business Operations Fund - Communications Information Services Activity (DBOF-CISA).

2.2.1.1. Programs and budgets for Air Force common user requirements. This includes the current systems of Defense Switched Network (DSN), Defense Data Network (DDN), DoD Red Switch, and Automatic Digital Network (AUTODIN).

2.2.1.2. Executes MAJCOM fenced programs under MAJCOM direction.

2.2.1.3. Manages and documents financial, command and program relationship through use of Program Designator Codes (PDC) for purchases from the DBOF-CISA.

2.2.2. Global Communications (HQ AFC4A/SYX) serves as the primary Air Force interface with DPIC, DITCO, and DISA concerning the management and acquisition of long-haul telecommunication systems, equipment and services obtained through DISA.

2.2.2.1. Provides policy and procedural guidance to MAJCOMs, FOAs, and DRUs for obtaining and managing long-haul telecommunications.

2.2.2.2. Meets and coordinates with DPIC, DISA, DITCO and Air Force users to resolve issues. Recommends changes or improvements to DISA, DoD, and federal long-haul telecommunication processes.

2.2.2.3. Represents the Air Force in Civilian, Government-wide, DoD, Joint Chiefs of Staff (JCS), MAJCOM, FOA, DRU and joint agency meetings, conferences, workshops and surveys regarding long-haul telecommunications.

2.2.2.4. Reviews and evaluates technical documents for impact on Air Force long-haul services, projects, or networks.

2.2.2.5. Reviews reports, monitors, or participates in inspections, surveys, audits, studies, and investigations of Air Force long-haul telecommunication programs, projects or services by external organizations. Coordinates, develops and provides an input to HQ USAF/SCM for a formal Air Force response.

2.2.2.6. Develops or reviews technical acquisition documents, prepares comments and reports. Participates in technical evaluation panels.

2.2.2.7. Reviews and evaluates for approval, requests to leasing services in cases where lowest total overall cost reflects purchase.

2.3. MAJCOM Communications Management Office.

2.3.1. Assists subordinate organizations in the preparation of a Feeder Request For Service (FRFS) according to the DISA Circular 310-130-1 and DISA DPIC notices as needed.

2.3.2. Reviews and validates all FRFSs for long-haul telecommunications services made by subordinate organizations and makes sure that the requests properly include:

2.3.2.1. The directive stating the need for long-haul services and authorizing the acquisition.

2.3.2.2. The Host Nation Approval (HNA) and CA.

2.3.2.3. The approval of HQ AFC4A/SYX to lease services in cases where lowest total overall cost reflects purchase.

2.3.2.4. Prior Memorandum of Policy (MOP) approvals, if needed.

2.3.3. Validates any special considerations identified by subordinate units such as diversity, avoidance, redundancy, and survivability.

2.3.4. Prepares and submits Requests For Service (RFS) in the format specified in DISA Circular 310-130-1 and DISA DPIC notices for all approved long-haul telecommunication requirements, whether leased or government-owned, to the appropriate DISA DPIC.

2.3.5. Makes sure data requirements are entered into the DDN User Requirements Data Base (URDB) before submitting the RFS.

2.3.6. Makes sure all requests for military satellite service are approved according to the Chairman of the Joint Chiefs of Staff Memorandum of Policy (CJCS MOP) 37, *Policy on Military Satellite Telecommunications Systems*, and approvals are entered into the Military Satellite Office URDB.

2.3.7. Programs, allocates, and oversees command-funded requirements consistent with Air Force Instructions (AFI) 65-601, Vol 1, *US Air Force Budget Policies and Procedures;* 65-601, Vol 3, *Budget Management for Operations;* 65-601, Vol 4, *Appropriation Symbols and Budget Codes;* and 65-601, Vol 5, *US Air Force Budget Investment Appropriations.*

2.3.8. According to current Air Force Acquisition Policy 95A-007 on Nunn-Warner procurements, makes sure the Warner exemption status is determined and documented for each long-haul telecommunications requirement.

2.3.9. Completes biennial reviews and revalidation of DITCO-leased, non-DITCO foreign-leased, and government-owned long-haul telecommunications according to DISA DPIC procedures.

2.3.10. Makes sure all requests for DSN service are approved according to CJCS Instruction 6215.01, *Policy for Defense Switched Network (DSN) Service*.

2.3.11. Provides Telecommunications Service Priority (TSP) justification to support National Communications System (NCS) approval for requested TSP as specified in DISA Circulars 310-130-1 and 310-130-4, *Defense Users Guide to the Telecommunications Service Priority System*.

2.3.12. Maintains an updated list of authorized NS/EP individuals and sends a copy to the NCS Manager and the

servicing DISA DPIC.

2.3.13.   Establishes internal controls to include file management and status tracking (open actions, contract expiration dates, TSP renewal, etc.) and to make sure long-haul telecommunications assets are continually reviewed and validated.

2.4.   Telecommunications Managers At All Levels.

2.4.1.   Oversee internal controls to make sure both existing and new long-haul telecommunications are necessary to support mission requirements.

2.4.2.   Acquire and maintain all services as economically as operational requirements and DoD policy allow.

2.4.3.   Discontinue any unnecessary service immediately when missions change, bases close, and so on.

2.4.4.   Review and revalidate all long-haul telecommunications services biennially to ensure essentiality of the service and equipment to meet mission needs. The DISA DPIC provides a list of telecommunications services and equipment with instructions for completing the review and revalidation. In general, validate all services and equipment against one of these criteria:

2.4.4.1.   Essential for the user's mission.

2.4.4.2.   Necessary to meet mission needs, but the data listed is not accurate. User must correct the list and submit an RFS to the funding MAJCOM, FOA, or DRU to correct the errors, as specified in DISA Circular 310-130-1.

2.4.4.3.   No longer need the service to support a valid mission. User must submit an RFS to discontinue the service.

2.5.   The RFS-initiating agency, the circuit control office (CCO) or circuit management office (CMO), the validating MAJCOM office, and the DISA DPIC must maintain paper or automated circuit history folders for all active circuits, trunks, and equipment. As applicable, these circuit history folders must contain the following documents:

2.5.1.   Approval document or the cross reference to the source document for the requirement.

2.5.2.   RFS, TSR, and Telecommunication Service Order (TSO).

2.5.3.   Status of acquisition message (SAM).

2.5.4.   Completion reports.

2.5.5.   DD Form 1367, **Commercial Communication Work Order**.

2.5.6.   DD Form 1368, **Modified Use of Leased Communication Facilities**.

2.5.7.   Switch revision notices.

2.5.8.   Circuit demands.

2.5.9.   Review and revalidation documentation, or cross reference to the documentation.

2.5.10.   Warner exemption documentation.

3. Procedures for Ordering Telecommunications Service.

3.1.   General Procedures - Request For Service.

3.1.1.   The initiating agency, usually a field unit, prepares a FRFS in the format specified in DISA Circular 310-130-1 and DISA DPIC notices and submits to responsible MAJCOM, FOA, or DRU. The responsible MAJCOM, FOA, or DRU is usually determined by the PDC. Agencies should begin tracking and managing the requirement from the initial submission. Give special attention to the RFS items in attachment 2. (Attachment 3 provides a general description of several systems that make up the DCS.)

3.1.2.   MAJCOM, FOA, or DRU sends the validated RFS via AUTODIN to the responsible DISA DPIC for further action. The geographical location of the service determines which DISA DPIC office should process. Give special attention to the RFS items in attachment 2.

3.1.3.   DISA DPIC will create a TSR from the RFS and send to DISA/TMSO for further action. Equipment only and non-DCS circuit TSR's are sent directly to DITCO for processing.

3.1.4.   DISA/TMSO will create a TSO from the TSR and send to DITCO or other agency, depending on service requested, for further action. The TSO assigns the lifetime circuit identifier known as the Command Communications Service Designator (CCSD).

3.1.5.   DITCO will create a SAM from the TSO or TSR and send to all addressees listed in the TSO or TSR. The SAMs announce the stage of acquisition for the RFS/TSR and assign the Commercial Service Authorization (CSA).

3.1.6.   The organization assigned to accept the service will submit the appropriate completion reports in format specified in DISA Circular 310-130-1. The responsible organization is listed in the TSO paragraph 2H or TSR item 409. The organization is either a CCO or CMO. CCO's are a technical control facility or similar facility. All agencies directly involved with obtaining service should inform the CCO or CMO of status. See Section 5 for further discussion of accepting service and completion reports.

3.1.7.   In addition to service requests using the RFS/TSR process, orders for equipment on DITCO indefinite delivery or indefinite quantity contracts can be placed directly from using organizations (other than the DISA DPIC to DITCO). See DISA DITCO Circular 350-135-1, *Commercial Communications, Defense Commercial Communications Acquisition Procedures*, and DISA DPIC notices for ordering procedures. With the DISA DPIC not directly involved in this ordering process, the MAJCOM, FOA or DRU must establish internal controls to manage these orders and acquisitions.

3.1.8.   Some local moves and rearrangements of government-owned equipment do not require submission of an RFS. Those are ones that do not change existing type or grade of service, end equipment or interfaces, or TSP. Use the DD Form 1367 for local moves and minor rearrangements of leased equipment within contractual, financial, and administrative limitations not exceeding maximum telecommunications service authorizations limits. Submit an RFS for rearrangements or moves needing engineering assistance or causing circuit file updates.

3.2.   System Specific Procedures.

3.2.1.   Defense Switch Network.

3.2.1.1.   MAJCOMs submit RFSs for DSN requirements through the servicing DISA DPIC to the DISA DSN single system manager (SSM) office. SSM manages and centrally funds DSN access lines from the user location to the switching node. However, the DISA DPIC, via common-user funds, reimburses the Defense Business Operating Fund Communications and Information Systems Activity through DITCO-managed summary telecommunications service authorizations. DITCO assigns summary CSAs for calling precedence capability and outward traffic minutes of capability.

3.2.1.2.   MAJCOMs submit the CJCSI 6215.01 requests for either continental United States (CONUS) or outside the continental United States (OCONUS) service to the Air Force DSN network managers (NM) at HQ AFC4A/SYNN, 203 W Losey Street, Rm 3065, Scott AFB IL 62225-5233. MAJCOMs send information copies of the CJCSI 6215.01 requests they approve to HQ USAF/SCMI, 1250 Air Force Pentagon, Washington, DC 20330-1250. DISA DPIC/DRC, and the commander-in-chief (CINC) of the overseas area, as applicable (USCINCPAC/J62, 10 Hickam Court, Hickam AFB, HI 96853-5252 for Pacific requirements and USCINCEUR/ECJ6-DD, Unit 3220, Box 385, APO AE 09094-0385 for Europe requirements). The Air Force DSN-NM reviews the request, accomplishes any required coordination, and sends an approval/ disapproval recommendation to HQ USAF/SCMI.

3.2.1.3.   MAJCOMs send the CJCSI 6215.01 requests for connection to a Pacific or European DSN switch to the appropriate CINC for approval, with information copies to HQ USAF/SCMI, the servicing DISA DPIC, and the Air Force DSN-NM.

3.2.1.4.   Following CJCSI 6215.01 approval, MAJCOMs submit the RFSs to the servicing DISA DPIC. (Do not provide information copies to the other MOP addressees.) Refer to the date-time-group of the CJCSI 6215.01 approval message in RFS Item 417.

3.2.2.   Defense Data Network.

3.2.2.1.   Secret-level hosts will connect to the Secret Internet Protocol (IP) router network (SIPRNET). Secret-level terminal requirements will connect to the DDN backbone on a case by case basis contingent upon the terminal user pursuing connectivity to a classified Base Local Area Network (LAN) or to a local classified host, once this capability become available. SCI-level requirements will be connected to Joint Worldwide Intelligence Communications System (JWICS). Unclassified host/terminals will connect either to the Air Force concentrator or to the Base LAN.

3.2.2.1.1.   For direct connection to the DDN backbone, an AF Form 3215, **C4 Systems Requirement Document (CSRD),** with H-1/T-1 attached is processed and approved by the MAJCOM, and in turn forwarded to the Air Force DDN Program Management Office (PMO) (or HQ AFISA for Defense Secure Network (DSNET) 3) for H-1/T-1 registration in the DISA Integrated Data Services-Management Information System (IDS-MIS) tracking system for DISA modeling.

3.2.2.1.2.   After modeling the requirement, DISA notifies Air Force DDN PMO, and the MAJCOM that the subscriber can process the RFS according to DISA Circular 310-130-1.

3.2.2.1.3.   DISA connects the new subscriber to DDN.

3.2.2.2.   For host connection to an Air Force concentrator, an AF Form 3215 with H-1/T-1 attached is processed and approved by the MAJCOM, and in turn forwarded to the Air Force DDN PMO for H-1 registration in the Air Force Integrated Data Management System (IDMS). Connecting a host or terminal to a local LAN or Base LAN does not require H-1 registration.

3.2.2.2.1.   After the Air Force DDN PMO registers the H-1:

3.2.2.2.1.1.
The PMO allocates a concentrator port and advises all appropriate personnel via message.

3.2.2.2.1.2.
The Air Force Internet Control Center (AFINCC), HQ SSG/SIN, Maxwell AFB-Gunter Annex, coordinates a date with the base subscriber and the local concentrator coordinator for configuring and activating the port.

3.2.2.2.1.3.
The local communications unit processes a request for the on-base circuit and modem installation according to AFI 33-103, *Requirements Development Processing*.

3.2.2.2.1.4.
The AFINCC connects the new subscriber to DDN.

3.2.2.3.   To change requirements, document all actions that change the network connection configuration (including authorizations, conversions, and homing changes such as single-to-dual homing, direct to indirect, and vice versa) using the MAJCOM-defined approval process. If required, you must submit an RFS as specified in DISA Circular 310-130-1.

3.2.3.   Defense Information System Network.

3.2.3.1.   The MAJCOM CMO submits RFS for DISN requirements as specified in Supplement 12, DISA Circular 310-130-1, and DISA DPIC notices.

3.2.3.2.   The local communications unit may use the TSR and TSO (in lieu of other documentation) to order and install the connectivity from the DISN node to the user equipment.

3.2.4.   AUTODIN.

3.2.4.1.   MAJCOMs submit RFSs for AUTODIN requirements to the servicing DISA DPIC office for TSR processing to DISA.

3.2.4.1.1.   The DISA DPIC may recommend an AUTODIN Switching Center (ASC) in the TSR and designates the ASC if the requirement involves diverse routing, dual homing, or any other unique request. DISA has final approval authority.

3.2.4.1.2.   Headquarters, Defense Intelligence Agency and the National Security Agency Central Security Service must approve Defense Special Security Communications Service (DSSCS) requirements before you submit the RFS or TSR.

3.2.5.   Red Switch Network (RSN).

3.2.5.1.   MAJCOMs must get all requests for Red Switch service approved through the CJCSI 6215.01 before submitting an RFS to the DISA DPIC.

3.2.5.1.1.   MAJCOMs submit the CJCSI 6215.01 approval requests for defense RSN requirements to the Air Force Red Switch Manager at HQ AFC4A/SYVS, 203 W. Losey St, Room 3065, Scott AFB IL 62225-5233.

3.2.6.   Federal Telecommunications System (FTS 2000).

3.2.6.1.   The Air Force uses FTS 2000 in the 50 states and US territories for direct-dial, long-distance telephone service, including 911, wide area telephone, and 800 service. The use of FTS 2000 does not apply to services the FTS 2000 contract does not cover such as international services, intra-local access and transport area (LATA) services, service within a 25-mile radius of the metropolitan area center, service within a metropolitan area, and Warner exempted services. The Air Force also uses FTS 2000 to support other requirements according to DoD policy.

3.2.6.2.   Process FTS 2000 requirements as specified in DISA Circular 310-130-1 and DISA DPIC notices.

3.2.7.   International Switched Voice Service (ISVS). To process ISVS requirements, follow the procedures specified in DISA Circular 310-130-1. DISA DPIC notices give additional guidance, procedures, and examples for ordering ISVS services.

3.2.8.   Defense Satellite Communications System (DSCS).

3.2.8.1.   MAJCOMs must get all requests for satellite service approved through the CJCS MOP 37, *Policy on Military Satellite Communications Systems,* before submitting an RFS to the DISA DPIC.

3.2.8.1.1.   MAJCOMs submit the CJCS MOP 37 approval request for DSCS requirements through the CINCs.

3.2.8.1.2.   The military satellite office (MSO) enters all CINC-approved requirements into the Integrated Satellite Communications (SATCOM) Data Base (ISDB).

3.2.8.1.3.   Show this number in RFS Item 151. For urgent requirements with no assigned control number, enter "NONE" in this item and cite the approving correspondence in RFS Item 503, "Approval Document."

3.2.9.   DISA Control Numbers (DCN).

3.2.9.1.   DISA uses DCNs as unclassified project control numbers to manage exercise requirements. Obtain DCNs early for use and release to other exercise participants who submit exercise requirements.

3.2.9.1.1.   MAJCOMs, FOAs, or DRUs submit requests for DCNs to the appropriate DISA DPIC. DCN requests must include exercise name and inclusive dates of exercise, and identify the request as JCS- or USAF-directed. Send a separate classified message to the DISA DPIC if you use any classified information.

3.2.9.1.2.   Submit DCN requests to:

3.2.9.1.2.1.   DISA DPIC/XS Scott AFB IL, if a CONUS-based activity sponsors the exercise.

3.2.9.1.2.2.   DISA DPIC-EUR, if a European-based activity sponsors the exercise.

3.2.9.1.2.3.   DISA DPIC-PAC, if a Pacific-based activity sponsors the exercise.

4. Obtaining Telecommunications Service Priority and National Security/Emergency Preparedness Communications Requirements.

4.1.   When processing NS/EP requirements, use the procedures in this paragraph to make sure of the quick and smooth installation of NS/EP communications services. See attachment 4 for additional information on TSP and NS/EP.

4.1.1.   Identify invoking officials, in writing, by name (not by position alone), to the TSP program office and the DISA DPIC. For complete instructions, see NCS Directive 3-1, *Telecommunications Service Priority (TSP) System for National Security Emergency Preparedness (NS/EP)*; DISA Circular 310-130-4; and NCS Manual 3-1-1, *TSP Service User Manual.*

4.1.2.   If you anticipate the invoking of NS/EP, call the Director, DISA DPIC (DSN 576-5219), during normal duty hours, or the Network Management Operations Center (DSN 576-2519) during nonduty hours. For requirements other than CONUS or inter-theater requirements, contact DISA DPIC-EUR, DSN 314-489-6305, or DISA DPIC-PAC, DSN 315-449-9341, accordingly.

4.1.3.   Prepare RFSs as specified in DISA Circular 310-130-1 and applicable DISA DPIC notices.

4.1.4.   The DISA DPIC will accept an advance copy of the RFS via TELEFAX to allow the DISA DPIC account manager to begin processing the requirement. MAJCOMs must immediately follow-up with an operational immediate AUTODIN RFS message.

4.1.4.1.   After they get the request, the DISA DPIC account managers contact the MAJCOM point of contact (POC) to confirm receipt.

4.1.4.2.   DISA DPIC account managers process all NS/EP requirements as expeditiously as possible to meet the service dates. Process emergency NS/EP requirements immediately. Process essential NS/EP requirements after emergency NS/EP requirements and ahead of all other requirements.

4.2.   Procedures for the TSP System.

4.2.1.   Prepare the request for TSP assignment in the RFS format defined in DISA Circular 310-130-1 and send the request through the validating MAJCOM.

4.2.2.   The MAJCOM sends the request to the DISA DPIC for further processing.

4.2.3.   The DISA DPIC processes requests to the TSP program office and appropriate DISA agencies for TSP assignment.

4.2.4.   The TSP program office confirms emergency or essential NS/EP provisioning under the TSP program within 24 hours. It confirms other TSP assignments within 2 weeks.

4.2.4.1.   If the TSP program office downgrades your requirements to a lower restoration or provisioning priority, or denies them, it sends an explanation.

4.2.4.2.   To appeal a denial of service to the TSP program office and the Federal Communications Commission, follow the procedures in NCS Manual 3-1-1.

4.2.5.   To obtain TSP authorizations for telecommunications service (US carriers only) other than through the DISA/DITCO RFS/TSR process, use the Standard Form (SF) 315, **Telecommunications Service Priority (TSP) System TSP Request for Service Users**, as specified in the NCS Manual 3-1-1.

4.2.5.1.   To find the correct entries for SF 315 Parts 5, 6, 7A, B, and C, see DISA Circular 310-130-4.

4.2.5.2.   To restore service, first complete Parts 6A and 6B,

then Part 5, and Part 6C. In Part 7, find the "essential" provisioning using Chart 4.

4.2.5.3.   Emergency provisioning must meet any criteria listed in DISA Circular 310-130-4, Paragraph 4b.

4.2.5.4.   The user or contracting office submits an SF 315 to the manager of NCS for TSP assignment. A reproducible SF 315 is included as Enclosure 5 of DISA Circular 310-130-4.

4.2.5.5.   On receipt of the TSP authorization code from the manager of NCS, the user or contracting office provides this information on a service order to the vendor.

5. Accepting Long-Haul Telecommunications Service.

5.1.   Service is accepted by submitting a completion report. Completion reports consist of three types: delayed service report, exception report, and in-effect report.

5.2.   Completion reports are submitted via AUTODIN for every TSO or TSR, unless otherwise specified in the TSO or TSR. Send reports to the originator of the TSO or TSR and to all other addressees of the TSO or TSR.

5.2.1.   The CCO or CMO designated in the TSO or TSR is responsible for submitting proper reports in a timely manner. All agencies directly involved with obtaining service should inform the CCO or CMO of status.

5.2.2.   Submit completion reports by following the format provided in DISA Circular 310-130-1. DISA Circular 310-70-1, may require additional reports.

5.3.   The CCO or CMO coordinates with the commercial vendor at least five working days before the scheduled service date to confirm the date.

5.3.1.   If the commercial vendor can't or doesn't meet the scheduled service date, the designated agency:

5.3.1.1.   Issues a delayed service report as soon as you know about the delay, but no later than 72 duty hours after the scheduled service date.

5.3.1.2.   Tells the appropriate agency to submit an amended RFS as soon as possible if governmental causes force the delay.

5.3.1.3.   Submits an amended RFS, adjusting the service date to coincide with the government's readiness to accept the service.

5.3.1.4.   Verbally notifies the DISA DPIC of the delay if there is not enough time to submit an amended RFS.

5.3.1.5.   Confirms the verbal notification with an amended RFS within 72 duty hours.

5.3.1.6.   Contacts the DISA DPIC for instructions if governmental causes require delaying the service 30 days beyond the initial scheduled service date.

5.3.2.   If the vendor installs service that deviates from the specifications of the TSR and TSO or the technical parameters of the applicable schedules, the CCO or CMO that accepts the service submits an exception report.

5.3.3.   An in-effect report should be submitted within 72 duty hours of the service's installation. This final report indicates the installed service meets all details of the TSR and TSO and the technical parameters of the specified technical schedule. Clear all delayed service reports and exception reports with an in-effect report after you resolve any delays or exceptions.

5.4.   Use the DD Form 1368 to inform DITCO about overtime use of leased circuits and equipment, to activate and deactivate standby circuits, and to report interruptions to services leased through DITCO. Reporting interruptions to leased services has two purposes:

5.4.1.   To allow a monetary reimbursement for the unusable time of service.

5.4.2.   To provide documentation to support substandard performance.

5.5.   The agency designated in the TSO (TSR Item 418, if there's no TSO) submits DD Form 1368 as specified in DISA-DECCO Circular 350-135-1. You must send a copy of the DD Form 1368 and any other required report to the DISA DPIC and DITCO as specified in applicable directives.

6. Forms Prescribed.   This instruction prescribes DD Form 1367 and SF 315.

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DCS/Command, Control, Communications, and Computers

GLOSSARY OF REFERENCES, ABBREVIATIONS, AND ACRONYMS

References

AFPD 33-1, *Command, Control, Communications, and Computer (C4) Systems*
AFI 33-103, *Requirements Development Processing*
AFI 65-601, Vol 1, *US Air Force Budget Policies and Procedures*
AFI 65-601, Vol 3, *Budget Management for Operations*
AFI 65-601, Vol 4, *Appropriation Symbols and Budget Codes*
AFI 65-601, Vol 5, *US Air Force Budget Investment Appropriations*
CJCSI 6215.01, *Policy for Defense Switched Network (DSN) Service*
CJCS MOP 37, *Policy on Military Satellite Telecommunications Systems*
CJCS MOP 70, *Defense Information Systems Network Near-Term and Connected Systems*
DISA Circular 310-70-1, *DCS Technical Control*
DISA Circular 310-130-1, *Submission of Telecommunications Service Requests*
DISA Circular 310-130-4, *Defense Users Guide to the Telecommunications Service Priority System*
DISA-DECCO Circular 350-135-1, *Commercial Communications, Defense Commercial Communications Acquisition Procedures*
NCS Directive 3-1, *Telecommunications Service Priority (TSP) System for National Security Emergency Preparedness (NS/EP)*
NCS Manual 3-1-1, *TSP Service User Manual*

Abbreviations and Acronyms

AFI–Air Force Instruction
AFINCC–Air Force Internet Control Center
AFNET–Air Force Network
AFPD–Air Force Policy Directive
ASC–AUTODIN Switching Center
AUTODIN–Automatic Digital Network
C2–Command and Control
C4–Command, Control, Communications, and Computers
CA–Connection Approval
CCO–Circuit Control Office
CCSD–Command Communications Service Designator
CINC–Commander of a Combatant Command; Commander-in-Chief
CISA–Communications Information Systems Activity
CJCS–Chairman of the Joint Chiefs of Staff
CMO–Circuit Management Office
CONUS–Continental United States
CPIWI–Customer Premise Inside Wire Installation
CSA–Communications Service Authorization
DBOF–Defense Business Operations Fund
DCN–DISA Control Number
DCS–Defense Communications System
DDN–Defense Data Network
DISA–Defense Information Systems Agency
DISA DPIC–DISA Defense Certification Office
DISA DPIC-EUR–DISA DPIC Europe
DISA DPIC-PAC–DISA DPIC Pacific
DISN–Defense Information System Network
DITCO–Defense Information Technology Contracting Office
DoD–Department of Defense
DPIC–DISN Provisioning and Implementation Center
DRSN–Defense Red Switch Network
DRU–Direct Reporting Unit

DSCS–Defense Satellite Communications System
DSN–Defense Switched Network
DSNET–Defense Secure Network
DSSCS–Defense Special Security Communications Service
FRFS–Feeder Request for Service
FOA–Field Operating Agency
FTS–Federal Telecommunications System
HNA–Host Nation Approval
HQ AFC4A–Headquarters Air Force Command, Control, Communications, and Computer (C4) Agency
IDMS–Integrated Data Management System
IDS-MIS–Integrated Data Services - Management Information System
IP–Internet Protocol
ISDB–Integrated Satcom Data Base
ISVS–International Switched Voice Service
JCLO–Joint Communications Leasing Office
JCS–Joint Chiefs of Staff
JWICS–Joint Worldwide Intelligence Communications System
LAN–Local Area Network
LATA–Local Access and Transport Areas
MAJCOM–Major Command
MOP–Memorandum Of Policy
MRC–Monthly Recurring Charges
MSO–Military Satellite Office
NCS–National Communications System
NM–Network Manager, Network Management
NRC–Nonrecurring Charges
NS/EP–National Security/Emergency Preparedness
PDC–Program Designator Code
PMO–Program Management Office
POC–Point Of Contact
RFS–Request For Service
RSN–Red Switch Network
SAM–Status of Acquisition Message
SATCOM–Satellite Communications
SF–Standard Form
SIPRNET–SECRET Internet Protocol Router Network
SSM–Single System Manager
STU–Secure Telephone Unit
TSO–Telecommunications Service Order
TSP–Telecommunications Service Priority
TSR–Telecommunications Service Request
URDB–User Requirements Data Base
USAF–United States Air Force
USOC–Uniform Service Ordering Code

REQUEST FOR SERVICE (RFS) ITEMS REQUIRING SPECIAL ATTENTION

A2.1. The DISA DPIC emphasizes the need for accuracy of the data contained in these RFS areas:

A2.1.1. Items 106A and B. Operational Service Date and Requested Commercial/Government Furnished Equipment Service Date. See DISA Circular 310-130-1 to determine the lead times you need for these items. The lead time begins at the time a technically sufficient request is received by the responsible DISA agency, not to the DISA DPIC or the responsible MAJCOM. Allow one week for DISA DPIC to process a technically sufficient RFS (and more time if the RFS is incomplete or incorrect) in addition to whatever time the responsible MAJCOM requires. If you submit the RFS without sufficient lead time, the DISA DPIC adjusts the lead time before sending the TSR to DISA. *EXCEPTION:* Those RFSs requesting NS/EP provisioning or authorizing overtime and expediting charges in Item 118.

A2.1.1.1. DISA responds to requests for DISN bandwidth allocation or other noncomplex network services that do not require special provisioning (e.g., leased tail segments and additional equipment) as close to the service request date as possible after they receive a funded TSR. The DISA DPIC works closely with the MAJCOM, DISA, and the customer to provision service.

A2.1.2. To process non-DISN service requests and requests for DISN services that also require special provisioning, such as leased tail segments, follow the procedures in DISA Circular 310-130-1, as supplemented.

A2.1.2. Items 132 through 137. In overseas areas, on-base, non-DCS circuit routing information is essential between the user and the DCS or leased interface. When completing Items 132 through 137, "User to DCS or Commercial Interface Information," you must suffix the facility locations by A, B, C, etc., reflecting the Item 120 (same suffix) circuit terminal location with further suffixes 1, 2, 3, etc., to depict whatever number of specific non-DCS interconnecting facility locations you want connected to the DCS or commercial interface (e.g., 132A1 through 137A1, 132A2 through 137A2, etc., to DCS or commercial interface). See DISA Circular 310-130-1 for more comprehensive instructions in identifying the 132- through 137-series data entries. Bases that use government-owned or combinations of government and isolated leased segments of cable, microwave, or whatever type interconnecting media rely heavily on the non-DCS interconnecting facilities. Normally, the CMO of the host base can provide the 132- through 137-series data pertaining to base facility location.

A2.1.3. Item 409. This item designates the organization to accept service on behalf of the government. The organization is known as a CMO or a CCO. CCO's are usually assigned and are offices that have local or remote testing capability, such as a DCS Technical Control Facility. CMO's are assigned when testing facilities are not within the circuit path. The decision of assigning CCO or CMO is important and should be coordinated with the respective organization, especially CMO. The office selected should have knowledge of the requirement, of the RFS/TSR process and its paperwork, of the responsibilities involved with accepting service and of the procedures for submitting completion reports.

A2.1.4. Item 410. Demarcation Point for Interface of Government-Owned Segments with Leased Segments. The commercial vendor terminates its portion of a circuit or service at the demarcation point. For all locations where the government provides Item 437, Customer Premise Inside Wire Installation (CPIWI), (e.g., CPIWI-NO), you must specify a demarcation point in Item 410. Provide building number, room number, and POC, by name and phone number, who can assist the vendor with termination information such as block, pin, and jack numbers. You must include demarcation points on all requests for FTS2000 and DSN service.

A2.1.5. Item 416. Cost Threshold. You must calculate a cost threshold on all RFSs that involve billed costs, including Nonrecurring Charges (NRC) for installation and equipment, and monthly recurring charges (MRC) for lease and maintenance. On RFSs for discontinuance of a circuit or service, enclose the cost figures in parentheses to denote cost savings. When you submit an RFS in one fiscal year with a requested service date in the next fiscal year, include both the NRC and the MRC, as applicable, and the statement in Item 417, "These costs were included in our command's FY XX Financial Plan." Circuits installed under NS/EP procedures are exempt from this requirement. The Air Force makes every effort to estimate cost data to ensure availability of sufficient funds. However, cost is not a consideration when invoking emergency or essential NS/EP procedures.

A2.1.6. Item 417. Remarks. For this item you must identify the document that authorizes the expenditure of funds and validates the operational necessity. You may cite any approval document such as an approved project support agreement, program management directive, or message reference for downward-directed programs.

A2.1.7. Item 433. Removing Leased Equipment. You must complete this item on all change or reaward RFSs that call for the removal of leased equipment. List all leased equipment which you are returning to the vendor. List as much information as possible to identify the equipment, including uniform service ordering codes (USOC) and separate maintenance options.

A2.1.8. Item 434. Relocating Leased Equipment. You must complete this item on all change RFSs that relocate leased equipment. List the nomenclature, model, or USOC for the leased equipment which you are relocating.

SYSTEMS DESCRIPTIONS

A3.1. This attachment provides a general description of several systems that make up the DCS.

A3.2. The DCS is a composite of DoD-owned and leased telecommunications subsystems and networks made up of facilities, personnel, and material under the management control and operational direction of DISA. The system provides the long-haul, point-to-point, and switched network telecommunications needed to satisfy the requirements of the DoD and other government agencies. It contains the vast majority of DoD circuits and services.

A3.2.1.   Defense Switched Network.

A3.2.1.1.   The DSN is a telecommunications system that provides switched, end-to-end, common-user, and dedicated telephone service for the DoD. The DSN provides rapid and low-cost long-haul, voice, data, and secure voice telecommunications for command, control, communications, and computer (C4) users.

A3.2.1.2.   The DSN service in the Western Hemisphere merges the Automatic Voice Network with the Defense Commercial Communications Network. The DISA SSM maintains and operates the system. The military departments under the SSM auspices of DISA operate the DSN in the European, Pacific, and Central American theaters.

A3.2.2.   Defense Data Network

A3.2.2.1.   The DDN provides a common-user, packet-switched data telecommunications network for DoD agencies. The DDN provides worldwide, survivable data subnetworks for UNCLASSIFIED through TOP SECRET and SENSITIVE COMPARTMENTED INFORMATION.

A3.2.2.2.   All long-haul data services require an approval document (AFI 33-103) and CJCS MOP 70, approval. Submit H-1 (HOST) and T-1 (TERMINAL) registration forms during the approval process to register each host and terminal in the IDS-MIS or the Air Force IDMS. These systems model the network. You will gain connectivity to the DDN either through direct connection to the DDN backbone or through an Air Force concentrator.

A3.2.3.   DISN (formerly Air Force Network).

A3.2.3.1.   DISN provides a dedicated, private-line, high-speed information transport utility network to support command and control (C2) and support (logistics, personnel, finance) telecommunications requirements of all DoD agencies. The network replaces existing and planned dedicated links between a variety of government-owned C4 systems with a commercially available system that is cost-effective, responsive to change, architecturally coherent, and efficient. This primarily terrestrial network serves as a vehicle to support all types of data rates from 1.2 kilobytes per second to 45 megabytes per second, video, imagery, and voice. It provides integrated access, routing, bandwidth allocation, signal processing, control, and other essential NM functions.

A3.2.4.   AUTODIN.

A3.2.4.1.   AUTODIN is the existing common-user switched record telecommunications network serving the DoD. It provides store-and-forward message-switching, message validation, format conversion, precedence handling and routing, and specialized routing via ASCs throughout the CONUS and overseas.

A3.2.4.2.   AUTODIN processes record telecommunications traffic for two distinct communities of interest: General Services and the DSSCS.

A3.2.5.   Defense Red Switch Network (DRSN).

A3.2.5.1.   The DRSN consists of a series of dedicated switches and trunking to provide secure voice to DoD C2 users. The DRSN provides interoperable secure service between various types of secure telephones, to include Secure Telephone Unit IIs (STU-II), STU-IIIs, VINSONs, Parkhills, Automatic Secure Voice Communications terminals, etc.

A3.2.6.   Federal Telecommunications System 2000.

A3.2.6.1.   The FTS 2000 is a series of services offered by the General Services Administration through several contracts. FTS 2000 provides switched voice, data, video, dedicated bulk (T-1), long-distance telephone service, and other capabilities.

A3.2.7.   International Switched Voice Service.

A3.2.7.1.   The ISVS contract is a competitively acquired contract that provides CONUS locations with the ability to call international locations at a fixed rate via switched voice service from any location (this is not a feature provided under the FTS2000 contract).

A3.2.8.   Defense Satellite Communications System.

A3.2.8.1.   The DSCS provides worldwide super high frequency satellite communications capability to the DoD and other authorized users. For Air Force applications, DSCS provides long-haul communications connectivity to satellite control, long-haul DCS, and ground tactical forces telecommunications facilities.

TELECOMMUNICATIONS SERVICE PRIORITY (TSP) AND NATIONAL SECURITY AND EMERGENCY PREPAREDNESS (NS/EP) PROCEDURES

A4.1. This attachment provides a general description and guidance on NS/EP and the TSP System.

A4.2. NS/EP.   The Air Force uses NS/EP communications services to maintain a state of readiness or to respond to and manage any local, national, or international crisis that causes or could cause injury or harm to the population, damage to or loss of property, or degrade or threaten the NS/EP posture of the United States. NS/EP provisioning applies to any common carrier within the 50 states, Puerto Rico, Guam, the Virgin Islands, and for DCS systems overseas. It does not apply to foreign telecommunications carriers. The sovereignty of foreign nations prohibits the use of NS/EP on the foreign portion of the circuit. Obtain expedited service dates in the European Theater by identifying and justifying "emergency" or "urgent" operational requirements to HQ USAFE/RSC Unit 3220, Box 385, APO AE 09094-0385 for validation before submitting the RFS. NS/EP requirements fall into two categories:

A4.2.1.   Emergency. Emergency NS/EP requirements are so critical that you need the service at the earliest possible time, without regard to cost. DISA Circular 310-130-1, Chapter 3, Paragraph 5g, contains a detailed description of emergency service.

A4.2.2.   Essential. Essential NS/EP communications are a service so critical that you must have it by a specified date and you cannot meet that date without invocation of NS/EP and disregard to cost. DISA Circular 310-130-1, Chapter 3, Paragraph 5g, contains a detailed description of essential service.

A4.3. "Invoking NS/EP" refers to notification from an invocation official to a service vendor that a service is so vital that it is needed expeditiously. The MAJCOM and the DISA DPIC conveys this invocation to the vendor through DITCO by means of a service order that contains a provisioning priority in the TSP authorization code issued by the TSP program office.

A4.4. TSP System.

A4.4.1.   The TSP system provides a means for users to obtain priority treatment of their NS/EP services. This priority treatment consists of priority provisioning (starting new service) and restoration of services with TSP assignments. There are two major benefits to using the TSP system:

A4.4.1.1.   A user with a critical need for a new NS/EP service can get it installed as soon as possible.

A4.4.1.2.   A user's existing services with TSP restoration priorities are "pre-positioned" with service vendors. In the event of an outage, the vendor already knows which services to restore first. The TSP program office provides TSP assignments via the RFS process.

A4.4.2.   See NCS Directive 3-1, NCS Manual 3-1-1, and DISA Circular 310-130-4 for additional information about TSP.